MIDDLE CLASS SCHOLARSHIP FILE SUBMISSION PROCESS

PRESENTED BY:
CALIFORNIA STUDENT AID COMMISSION

IN TODAY'S WEBINAR...

- Phones will be muted to eliminate background noise

- All questions can be typed in the Q&A panel to the right, staff is available to answer your questions

- As you exit today's webinar, you'll be prompted to complete a brief survey, your response is greatly appreciated

AGENDA

- File types

- Uploading

- Sample Scenarios

FILE TYPES

MIDDLE CLASS SCHOLARSHIP

- Submit **Admission** records April 1 of each year

  - Data will be used for budget projections for MCS
  - Students will receive notification of potential eligibility

- Submit **Enrollment** records starting July 1 of each year

  - Data will be used to determine award amounts
  - Eligible students will be notified of award amount

MIDDLE CLASS SCHOLARSHIP

Admission File

- Include students who…

  - Are admitted to your CSU or UC campus

  - Have filed an on-time FAFSA/Dream App

MIDDLE CLASS SCHOLARSHIP

Enrollment File

- Include new and continuing students (including transfers) who…

  - Have a total income of $150,000 or less

  - Have completed an on-time FAFSA/Dream app

  - Who are meeting SAP

MIDDLE CLASS SCHOLARSHIP

ADMISSION FILE DATA

SSN or Dream ID
Name
DOB
Status(New, Continuing, etc.)

ENROLLMENT FILE DATA

←Admission file data
+
ISIR/Cal ISIR Txn #
Edu. Level
Dependency Status
Total Income
Pell and other awards

MIDDLE CLASS SCHOLARSHIP

Payment File Download

CSAC will provide payment file to download from WebGrants.

- All eligible students
- Award amounts (annual and term)

MIDDLE CLASS SCHOLARSHIP

Payment File Upload

Payment file will be used to report payments or corrections to student eligibility

- Student enrollment status
- Student payment amounts
- Ineligible reason (Not enrolled, Not SAP, etc.)
- Adjustments to Pell and other awards

MIDDLE CLASS SCHOLARSHIP

Payment File Upload

Each student record submitted will be flagged as a "Correction" or "Payment"

Corrections and Payments can both be included within your file.

MIDDLE CLASS SCHOLARSHIP

Payment File Upload

File/Day	**Student**	**Txn Type**	
Monday – File #1	John	PAY	✖
	Steve	PAY	✖
	Amber	CORR	✖
	Ray	CORR	✔
Wednesday – File #2	John	PAY	✔
	Steve	PAY	✖
	Amber	PAY	✖
	Amber	CORR	✖
Friday – File #3	John	PAY	✔
	Steve	CORR	✖
	Amber	CORR	✔
	Ray	PAY	✖

UPLOADING

MIDDLE CLASS SCHOLARSHIP

MIDDLE CLASS SCHOLARSHIP

MIDDLE CLASS SCHOLARSHIP

California Student Aid Commission
WebGrants System

Welcome! School 1
To the Middle Class Scholarship Menu

The last time you logged on to this system was: 06/03/2014 08:35:26 am
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

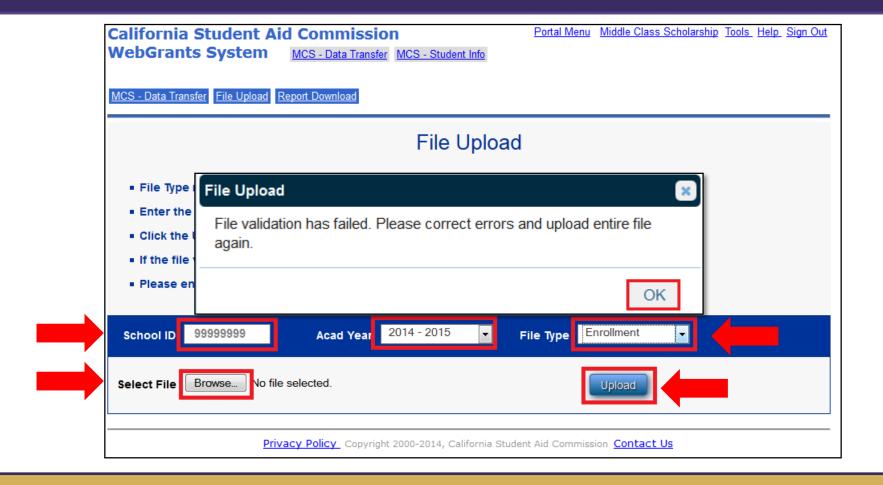## Middle Class Scholarship Menu
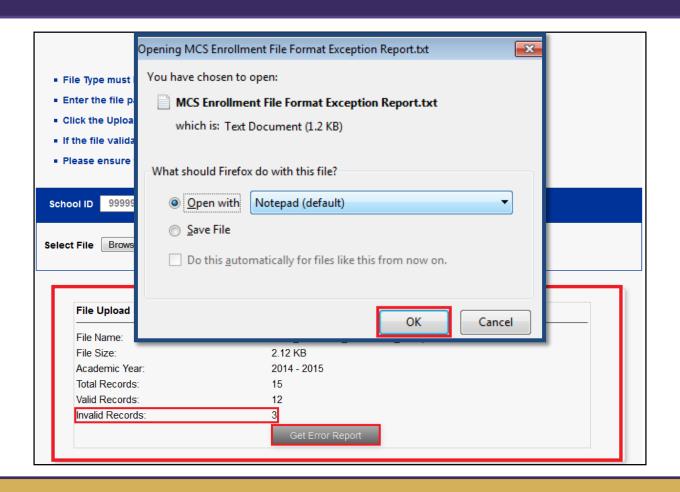
MCS - Data Transfer

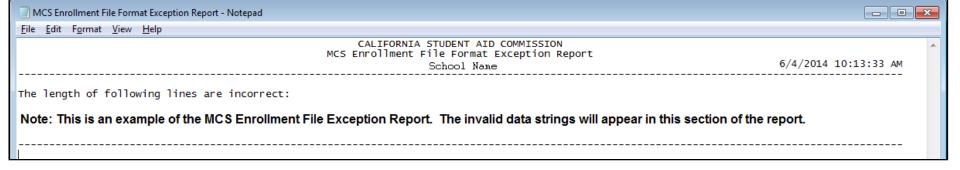## Account Information

View Your Account Details

Help With Your Account

MIDDLE CLASS SCHOLARSHIP

**California Student Aid Commission
WebGrants System**

Portal Menu   Middle Class Scholarship   Tools   Help   Sign Out

MCS - Data Transfer | File Upload | Report Download

MCS - Data Transfer Menu

File Upload

Report Download

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Revision: 9 Date: 12/14/2009 11:43:03 AM

MIDDLE CLASS SCHOLARSHIP

MIDDLE CLASS SCHOLARSHIP

MIDDLE CLASS SCHOLARSHIP

MIDDLE CLASS SCHOLARSHIP

File Upload

Your file has been successfully uploaded.

OK

MIDDLE CLASS SCHOLARSHIP
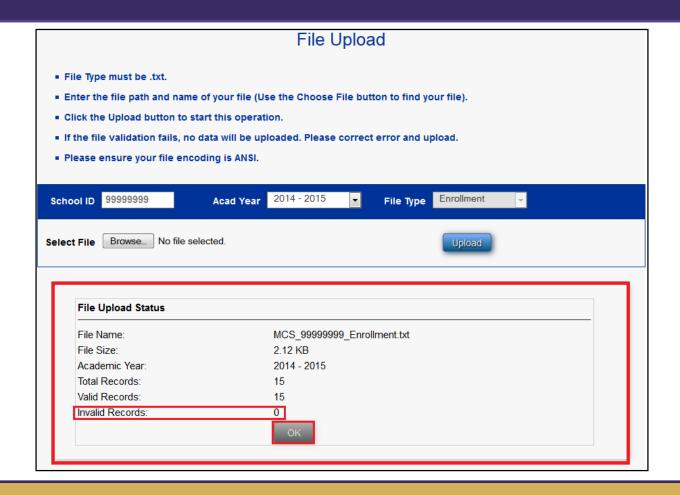
SAMPLE SCENARIOS

WHAT IF…

… CSAC awards a student based on ISIR transaction 01, but ISIR transaction 04 would make student ineligible for MCS. What do I do?

Submit new ISIR transaction number (04) along with the new calculated income and adjusted federal aid. Submit via the online MCS roster or by MCS Payment file upload.

WHAT IF…

… I uploaded 2 corrections for a student in the same week. What do I do?

Only one correction can be accepted at one time. The 1st correction will reject. And the most recent (2nd correction) will be processed.

WHAT IF...

... After MCS payment has been disbursed, but at census, the student is less than half time? What do I do?

Either on the roster or by upload of payment file, report an enrollment status of "2 – Less than HT" for the appropriate term. This will back out the previously reported payment

If student drops units after your institutions census date, please refer to your institutions refund policy

WHAT IF...

... The student is a winter/spring admit? How do I report?

Submit enrollment record for student in winter or spring. If eligible, student will be placed on your MCS roster.

WHAT IF...

... We have a student in our Teaching Credential Program? How do we report?

The only difference in reporting undergrad vs. TCP students will be the assessed fees when reporting MCS payment. There are no special reporting requirements.

This is true for 14-15, reporting TCP students may change in future years.

WHAT IF…

… The same student was reported on UC Berkeley's enrollment file on Monday and UC Riverside's enrollment file on Thursday? Which MCS roster will the student be placed on?

Assuming both enrollment records are valid, the student will be placed on UC Berkeley's MCS roster, since it was received first.

However, if UC Berkeley reported the "Student's Status" as "Incomplete Verification", the student would be placed on UCR's.

IN SUMMARY...

1. ADMISSION File
   - Budget Projections
   - Student notifications

2. ENROLLMENT File
   - Used to add students to your MCS Roster
   - Calculate initial MCS Award

3. PAYMENT File
   - Payments and Corrections processed separately

THANK YOU!

California Student Aid Commission

Institutional Support Services

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